



City of Huntsville

General Benefits Summary

★ Health Club Discount Memberships

The City will pay permanent employees' annual fees up-front and payroll-deduct the fees over the year. If you are interested in becoming a member of a health club, please call the Human Resources Department for additional information.

★ Longevity

The City pays full-time permanent employees who have completed one year of continuous service longevity pay of \$4.00 per month for each year of City of Huntsville service.

★ Medicare Contribution

Employees hired after March 31, 1986 contribute 1.45% of their salary to the Medicare portion of Social Security. The City matches the employee's contribution.

★ Tuition Reimbursement

The City of Huntsville recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve related skills or enhance their ability to compete for reasonably attainable jobs within the City.

★ Scholarship Fund

City employees have the option of contributing to the Scholarship Fund to benefit employees' children. Contribution to this fund is voluntary and handled through a payroll deduction. At the end of each school year, employees with children graduating from high school and planning to attend college or trade school can apply for a scholarship up to \$250. These scholarships are awarded in August of each year.

★ Voluntary Life Insurance Plan

The City offers a voluntary Life Insurance Plan which is set up as a payroll deduction. There is an option to purchase plans for yourself, your spouse and your dependent children.

★ Workers' Compensation

The City of Huntsville contracts for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool. More information about your workers' compensation rights is available from any office of the Texas Workers' Compensation Commission, or by calling 1-800-252-7031. An employee injured in the line of duty will receive workers' compensation and injury leave benefits under terms and conditions prescribed in the applicable programs.

★ Holidays

Regular full-time employees receive ten paid holidays per year: New Year's Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving (2 days); and Christmas (2 days).

★ Military Leave

Employees may receive up to 15 days per year paid Military Leave in accordance with Texas and Federal law.

★ Sick Leave

Regular full-time employees accrue sick leave at the rate of 1 day (8 hours) per month, and may use it after one month of continuous service. Accumulation of sick leave credits for use during employment shall be limited to 720 hours.

★ Vacation

Regular full-time employees may take vacation after six months of continuous service. Vacation is accrued as follows:

<u>Years of Service</u>	<u>Vacation per Year</u>	<u>Accrual per Pay Period</u>
0-9*	10 days	3.0770 hours
10-15	15 days	4.6154 hours
16	16 days	4.9231 hours
17	17 days	5.2308 hours
18	18 days	5.5385 hours
19	19 days	5.8462 hours
20+	20 days	6.1539 hours

**Certified Police and Fire Department officers with 0-9 years of service accrue 15 days of vacation per year.*

★ Personal Leave

Personal leave for up to three (3) days is granted to every full-time City of Huntsville employee so that employees may receive paid time off to transact personal business.

<u>Date of Employment</u>	<u>Number of Personal Leave Days Allowed</u>
· After January 1, but before February 16	3
· After February 15, but before April 16	2 ½
· After April 15, but before June 16	2
· After June 15, but before August 16	1 ½
· After August 15, but before October 16	1
· After October 15, but before December 16	½
· After December 15, but before January 1	0

★ Employee Assistance Fund

The City of Huntsville Employee Assistance Fund was established as a good faith effort to assist current employees in times of catastrophic need. The Employee Assistance Committee reviews cases individually, and upon receiving all required documents, disburses a maximum of \$500 per case. For needs in excess of \$500, fund raising opportunities are pursued.

★ Catastrophic Leave Program

The Catastrophic Leave Program was also created to help employees in times of catastrophic need and consists of employees' accumulated leave (sick, vacation or holiday), which can be voluntarily donated every other year. Members of the program are eligible for up to 480 hours of leave after exhausting all of their existing leave.

★ [ICMA 457 Deferred Compensation Plan](#)

The City of Huntsville offers participation in the International City Managers Association Retirement Plan (ICMA). Participation in this plan is an opportunity to participate in a unique retirement plan that shelters a portion of your salary from income taxes, invests in high-performing funds yielding tax-deferred earnings, and provides a tool for retirement planning and savings.

You may defer a maximum of 25% of your total salary or \$15,500 per year, whichever is less. The plan does not require a minimum amount of deferral. You have the flexibility to increase, decrease, stop and restart contributions as often as you wish. There are no fees or penalties associated with these transactions.

The plan was established under Section 457 of the Internal Revenue Code. The deferred compensation funds remain an asset of your employer until you are eligible to receive benefits. You may not borrow against the account nor may you use deferred compensation as collateral. These funds cannot normally be withdrawn until termination of employment or retirement. In the event you have an unforeseeable emergency, a written request may be submitted to ICMA for withdrawal of all or part of your account. ICMA will determine whether or not you will be eligible to withdraw the funds.

Investment choices offered in the ICMA Deferred Compensation Plan are: a) Stock Fund, b) Balanced Fund, c) Bond Fund, and d) Guaranteed Fund. You may allocate all of your deferred compensation to a single fund or you may split it among funds in any way you choose. The City offers contributions to be made in dollar amounts (as opposed to a percentage) only.

★ [Texas Municipal Retirement System](#)

Mandatory participation is required of employees who hold a budgeted position and work more than 1000 hours per year. Each participant contributes 7% of his/her gross salary and the City matches 2 to 1. The vesting and retirement eligibility schedule is as follows:

5 years/ age 60
20 years/ any age

An employee is eligible to withdraw their money upon termination of employment or retirement. Any employee, who terminates employment and is not 100% vested or receives a full refund, forfeits the non-vested money.

Employees having public service at another entity may apply for time credit.